



Town of Kittery – Code Enforcement  
200 Rogers Road Kittery, ME 03904  
(207) 475-1308 www.kitteryme.gov

MAP \_\_\_\_\_ LOT \_\_\_\_\_

PERMIT # \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_ FEE \$ \_\_\_\_\_ RECEIPT

**PROPERTY LOCATION:**

ADDRESS \_\_\_\_\_

NAME OF BUSINESS \_\_\_\_\_

**PROPERTY INFORMATION:**

BASE ZONE \_\_\_\_\_

R-RL/R-S/R-KPV/R-U/R-V/R-RC/CON/B-L/B-L1/B-P/

C-1/C-2/C-3/MU/MU-BI/MU-KF

OVERLAY ZONE \_\_\_\_\_ OZ-SL/OZ-RP/OZ-CFMU

**PROPERTY OWNER INFORMATION:**

NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

E-MAIL \_\_\_\_\_

**APPLICANT INFORMATION (If Different):**

NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

E-MAIL \_\_\_\_\_

**NUMBER OF SIGNS REQUESTED:**

\_\_\_\_\_ FREE STANDING

\_\_\_\_\_ BUILDING MOUNTED

\_\_\_\_\_ TEMPORARY BANNER

SQUARE FOOTAGE OF REQUESTED SIGN(S)\*: \_\_\_\_\_

*\*INCLUDE BOTH SIDES IN CALCULATION IF A TWO-SIDED SIGN*

**EXISTING SIGN INFORMATION:**

\_\_\_\_\_ NUMBER OF BUSINESSES AT THIS MAP / LOT

\_\_\_\_\_ LENGTH OF BUILDING ON SIDE OF PRINCIPAL ENTRY

\_\_\_\_\_ NUMBER OF EXISTING SIGNS

SQUARE FOOTAGE OF EXISTING SIGNS\*: \_\_\_\_\_

*\*INCLUDE BOTH SIDES IN CALCULATION IF A TWO-SIDED SIGN*

**ALL APPLICATIONS FOR A SIGN PERMIT MUST INCLUDE A COLOR DESIGN OF EACH SIGN REQUESTED  
WITH EXACT DIMENSIONS CLEARLY SHOWN.**

ADDITIONALLY, APPLICANTS MUST PROVIDE THE FOLLOWING:

FREE STANDING SIGN: APPLICANT MUST ENCLOSE AN ACCURATE PLOT PLAN SHOWING THE PROPOSED SIGN  
LOCATION ON THE LOT AND ANY ADDITIONAL SETBACKS, AS REQUIRED BY 16.8.10.3.

BUILDING MOUNTED SIGN: APPLICANT MUST ENCLOSE A COLOR DESIGN OF EACH SIGN REQUESTED SHOWING THE SIGN LOCATION  
ON THE BUILDING.

TEMPORARY SIGN (BANNER): APPLICANT MUST ENCLOSE DESIGN OF THE LOCATION OF THE SIGN ON THE BUILDING OR EXISTING  
FREESTANDING SIGN. SIGNS MAY BE DISPLAYED FOR NO LONGER THAN 21 DAYS IN A CALENDAR  
QUARTER. THE ALLOWED 21 DAY DISPLAY PERIOD MAY BE DIVIDED INTO NO MORE THAN 3 PERIODS OF  
NOT LESS THAN SEVEN DAYS. TEMPORARY SIGNS ARE ALLOWED TO BE A MAXIMUM OF 72 SQ. FT.

DATES REQUESTED: \_\_\_\_\_

☐ APPROVED ☐ DENIED

CEO: \_\_\_\_\_

PLANNER: \_\_\_\_\_

DATE: \_\_\_\_\_

**CERTIFICATION:**

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION AND ANY RELATED  
SUBMISSIONS TO BE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I WILL  
NOTIFY THE CODE ENFORCEMENT OFFICER OF ANY CHANGES TO THIS APPLICATION.

\_\_\_\_\_  
PROPERTY OWNER DATE APPLICANT DATE

**PERMANENT SIGN PERMIT FEE IS \$100 PER SIGN. TEMPORARY SIGN PERMIT FEE \$25.00 PER SIGN**